

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: August 17, 2005

Division: County Commissioner

Bulk Item: Yes ☐ No ☒

Department: \_\_\_\_\_

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**AGENDA ITEM WORDING:** Presentation to Donna Hanson, Executive Assistant to Commissioner Murray Nelson, for Employee of the Month for the Month of May, 2005.

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**ITEM BACKGROUND:** See attached

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**PREVIOUS RELEVANT BOCC ACTION:** N/A

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**CONTRACT/AGREEMENT CHANGES:** N/A

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**STAFF RECOMMENDATIONS:** Presentation

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**TOTAL COST:** \$100 Bond & Plaque

**BUDGETED:** Yes ☒ No ☐

**COST TO COUNTY:** \_\_\_\_\_

**SOURCE OF FUNDS:** Ad Valorem

**REVENUE PRODUCING:** Yes ☐ No ☐ **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty \_\_\_\_\_ OMB/Purchasing \_\_\_\_\_ Risk Management \_\_\_\_\_

**DIVISION DIRECTOR APPROVAL:**

Murray C. Nelson  
Murray Nelson

**DOCUMENTATION:** Included ☐ Not Required ☐

**DISPOSITION:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_

Donna has been a huge asset to District 5 BOCC as shown in her willingness to work late, attend community meetings and support the efforts of the community often on her own time. Donna is excellent in dealing with the constant flow of constituents in the office and handles inquiries in a timely manner. She strives to treat each and every resident with a personal touch.

Donna is also very active in the county by volunteering at many local events. As a Master Gardner since 1992, she volunteers many hours with the Extension Service and the Upper Keys' Garden Club.

Donna is a member of Monroe County's Certified Emergency Responder team, has been a Troop Leader with the Girl Scouts, and was Secretary and Director for both the Lower Matecumbe Key Association and the Lower Matecumbe Beach Property Owners' Association

Donna has served as assistant to the District Five Commissioner since 1994.